

Welcome to the Melville-Park West Heritage Conservation District Plan Community Open House

Welcome!

Welcome to the Melville-Park West Heritage Conservation District Plan Open House! Please, follow the panels to gain an understanding of what a Heritage Conservation District is, the overall process, and what the Project Team is working on. Members of the Project Team are available for questions and comments, and we also welcome you to provide feedback by filling out our survey. If you have any questions or comments following the open house, you can send these to the City's Heritage Planning Staff. Contact information is provided on the final panel for any future comments or questions which can be submitted via telephone, mail or email.

City of Hamilton Land Acknowledgement

The City of Hamilton is situated upon the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas. This land is covered by the Dish With One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. We further acknowledge that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation.

Today, the City of Hamilton is home to many Indigenous people from across Turtle Island (North America) and we recognize that we must do more to learn about the rich history of this land so that we can better understand our roles as residents, neighbours, partners and caretakers.

Meet the Project Team



MHBC
Dan Currie, Partner



MHBC
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Associate, Senior Heritage
Planner



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What is a Heritage Conservation District?

What is a Heritage Conservation District?

A Heritage Conservation District (“HCD”) is a **collection of heritage resources that have a special character or association**. Once created, municipalities can manage and guide future change in the area through adoption of a district plan with policies and guidelines for **conservation, protection and enhancement** of the area’s special character.

Key Considerations for Identifying an HCD:

- A **concentration** of heritage buildings, sites, structures, designed landscapes and/or natural landscapes that are linked by aesthetic, historical and socio-cultural contexts or use;
- A **framework of structured elements** including major natural features such as topography, land form, landscapes, water courses and built form (i.e. street patterns, landmarks, nodes or intersections);
- A sense of **visual coherence** through the use of elements, such as building scale, mass, height, material, proportion, colour that convey a distinct sense of time or place; and,
- A **distinctiveness** which enables districts to be recognized and distinguishable from their surroundings or from neighbouring areas.

Purpose:

Examine the heritage character of the identified Study Area to determine if all or part thereof would warrant designation under Part V of the *Ontario Heritage Act* as a Heritage Conservation District.

Process:

There are two phases for the designation of a Heritage Conservation District. Phase I includes the Heritage Conservation District Study and Phase II includes the establishment of the Heritage Conservation District Plan and the passing of the designation by-law. We previously completed Phase I and are now working on Phase II of the process.



Image source: National Air Photo Library (Canada) Part of West Hamilton to West Flamborough, 1963, [Photo 222, McMaster University Digital Archive]

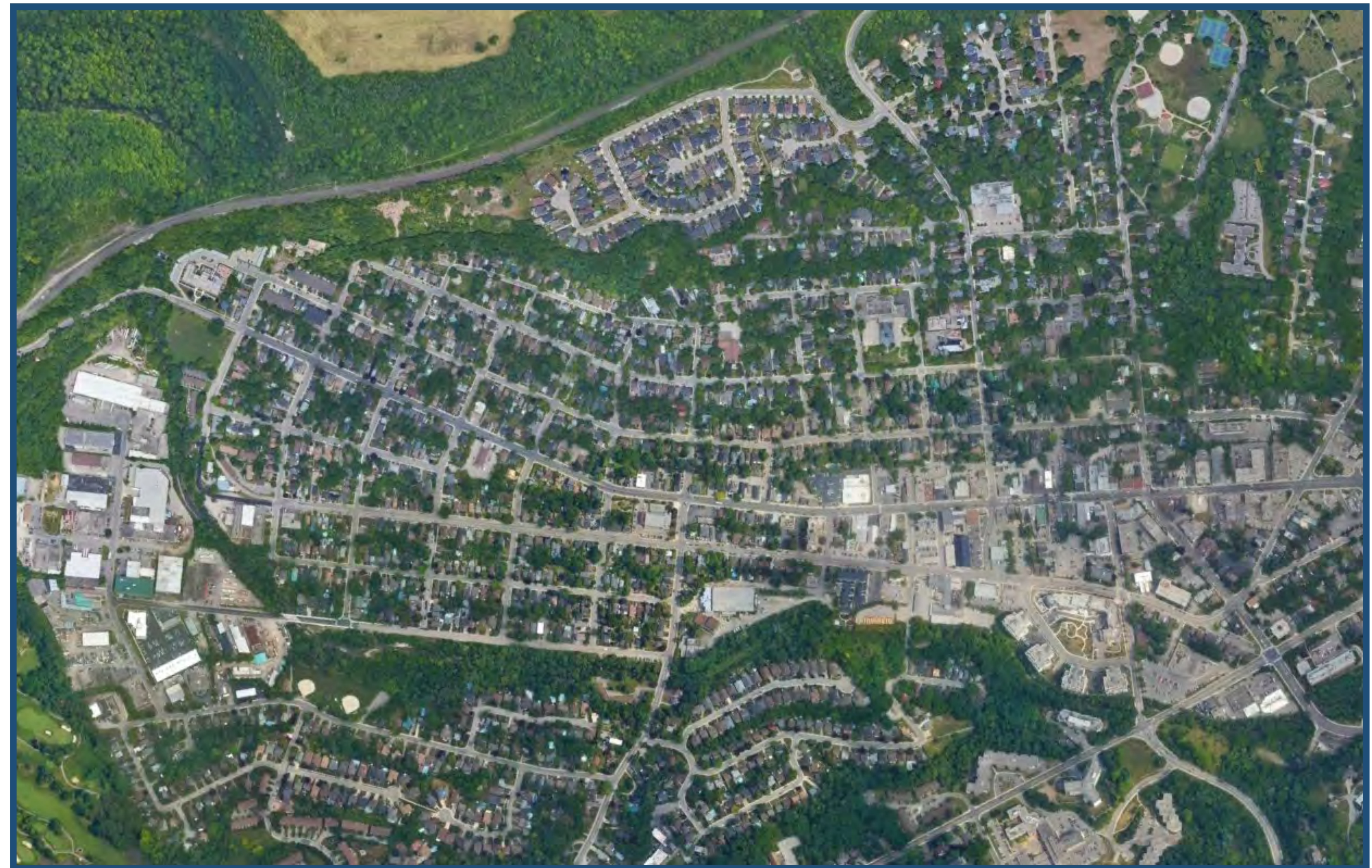
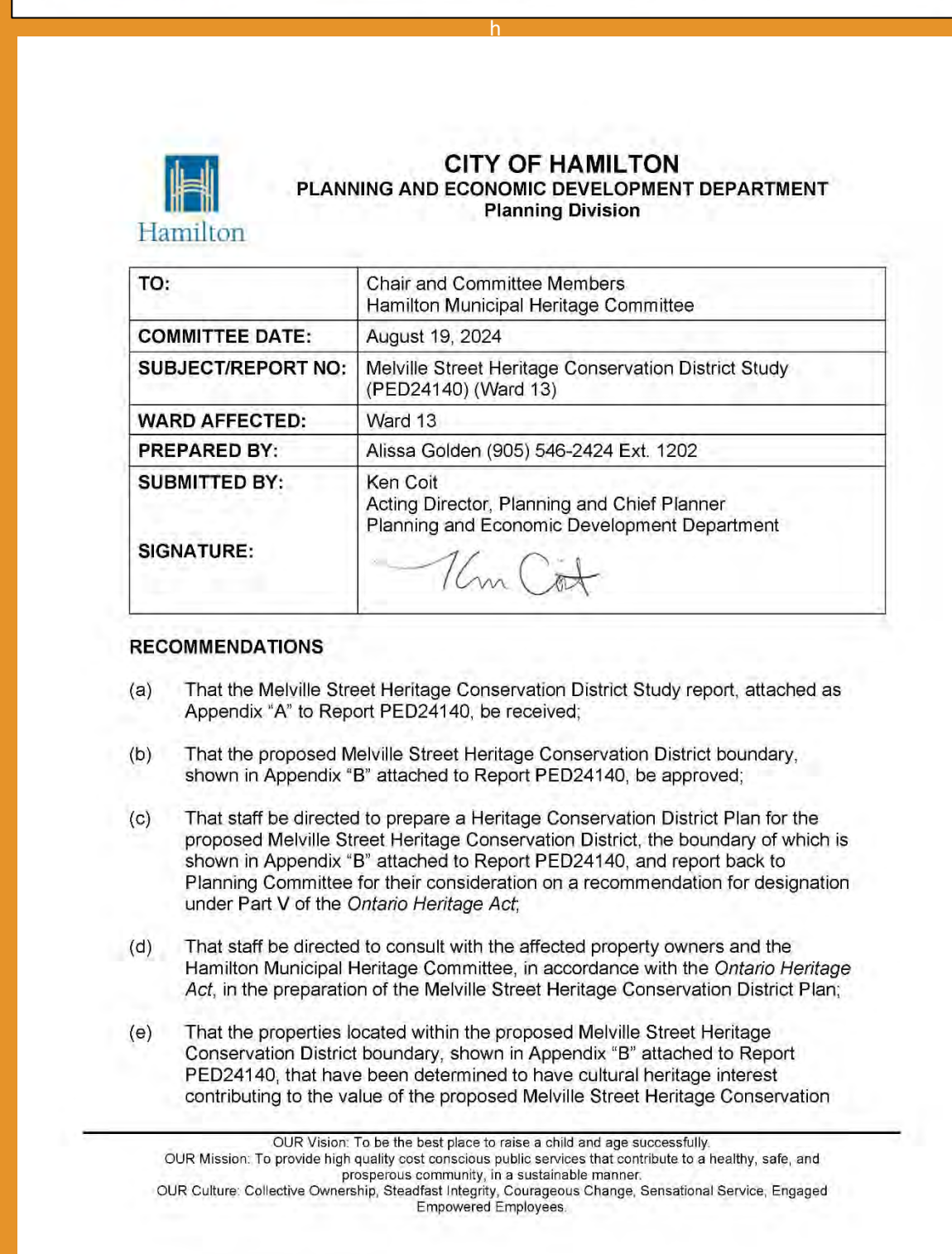
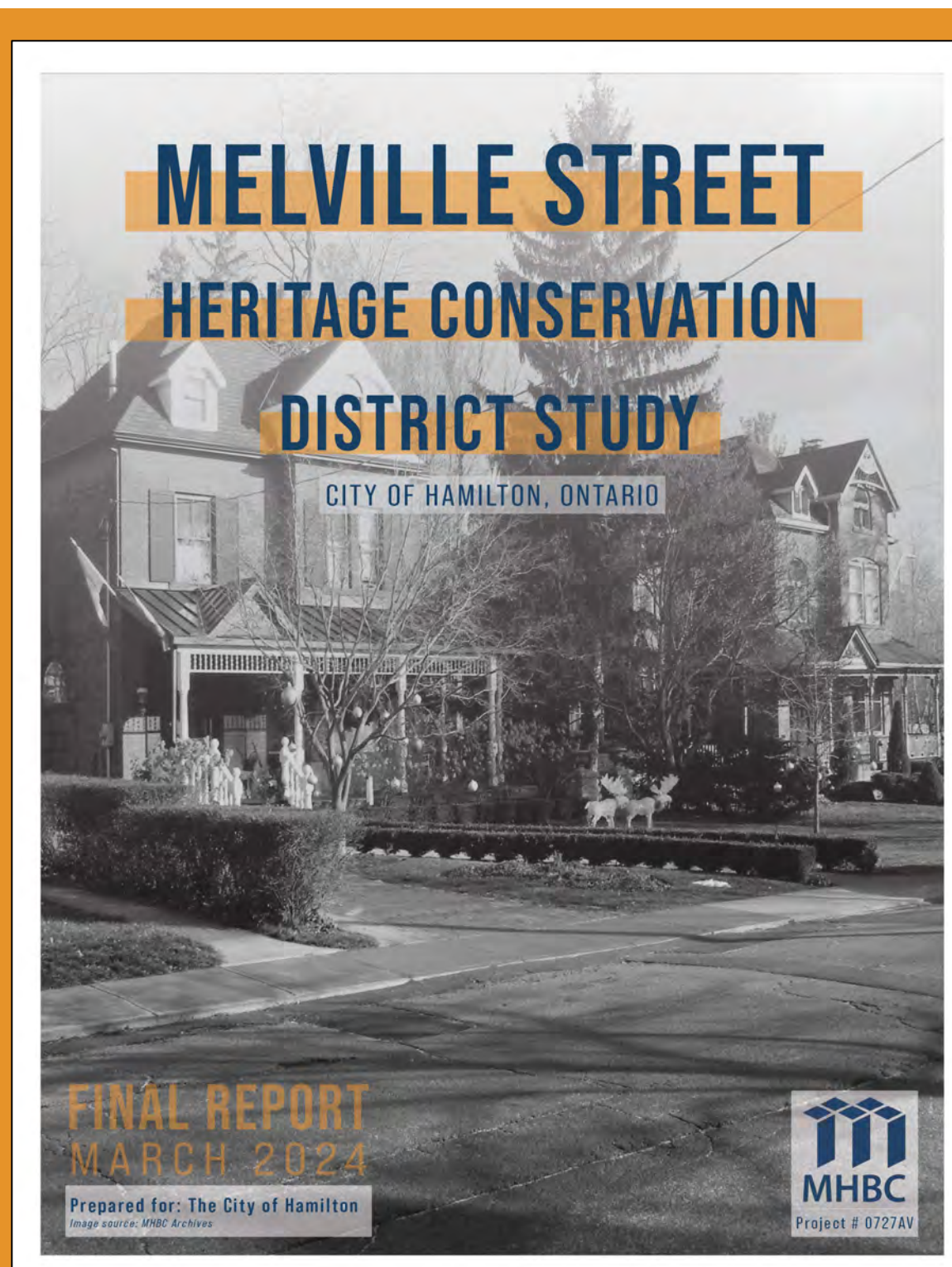


Image source: Aerial photograph of Dundas, Ontario in 2018 (Google Earth Pro)

Phase I - Heritage Conservation District Study

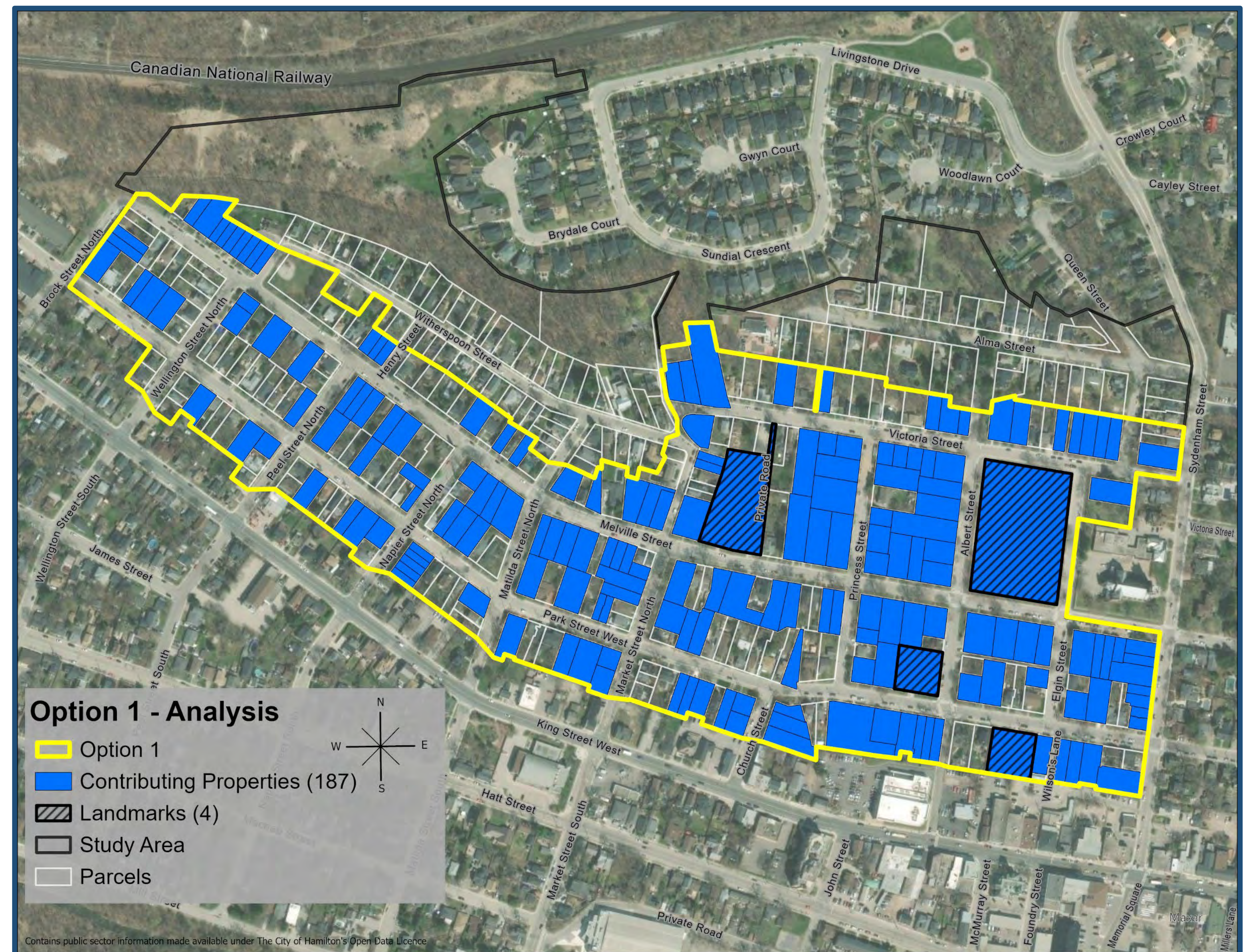
Process:

Phase I of the HCD process was previously undertaken by the MHBC team, with the findings endorsed by City Council. The HCD Study determined the area had merit as a heritage conservation district, and recommended proceeding with designation under Part V of the *Ontario Heritage Act*.



HCD Study (Phase I)

- Summarized historical research and fieldwork undertaken by project team.
- Identified character areas of the HCD Study Area.
- Developed heritage attributes for the HCD Study Area.
- Developed HCD boundary options for consideration by community and Council.
- Recommended content and direction for HCD Plan work.
- Reviewed the need for potential changes to City Official Plan, Zoning By-law, or other by-laws.
- Options for boundary presented to community, Heritage Committee and Council for consideration.
- Council adopted recommendation to proceed with Option 1 in September 2024, which directed work on the development of the HCD Plan by the study team.



Brief History of Dundas with a Focus on the Study Area

EARLY ARCHAIC TO WOODLAND PERIOD

First Nations occupied the area of Dundas. Princess Point Complex, located in the vicinity of Cootes Paradise Marsh, was most occupied between 500-1000 A.D. The Neutral Confederacy dominated the area from the early 16th to mid 17th century.

1804

1804 - Richard Hatt, Samuel Hatt, and Manuel Overfield obtained milling rights and expanded the milling operations of what would be called the 'New Dundas Mills'.

1814

Cootes Paradise renamed Dundas.

1826-1837

Construction of Desjardins Canal. Hatt Plan completed in 1837.

1847

Incorporation of Dundas as a Town.

1855

Completion of the Great Western Railway. Steady migration of Irish immigrants to Dundas due to the potato famine. Allan and Mathieson Plan was completed in 1855.

1869

Population of Dundas is 3,500 and the Town is known as a "small manufacturing centre". Several small industries emerged including; Hamilton Cotton Mills, Gartshore Foundry and Bertram-McKechnie machine shops.

1873-1875

Witherspoon Plan was completed in 1873. In 1875, the Valley Ware (including the Study Area) had a population of 1,133 persons.

1890-1901

In 1890, 61 manufacturing plans were in operation. By 1901, however, several companies failed, relocated or amalgamated.

1930-1939

80% of the Study Area had been developed. The Great Depression caused a decline in development.

1940-1956

World War II boosted industries as some manufacturers produced important machines, tools and other war supplies. The year 1947 was noted as the year of the highest industrial employment in Dundas. Dundas Museum and Archives was established in 1956.

1970+

Increasing growth leads to development of subdivisions, and growing pressure for mature/historic neighbourhoods.

2001

Town of Dundas amalgamated with the City of Hamilton.

Character of the Study Area



Characteristics of the Study Area

- Collection of buildings and structures developed between 1870 and 1930 representing the manufacturing era of the former Town of Dundas;
- Prevalent architectural styles include: Cottage, Edwardian Classicism (including American Foursquare) and Queen Anne Revival;
- Building cladding primarily includes: brick, stone and stucco;
- General massing of 1-2½ storeys of residential buildings;
- Pre-confederation survey areas and their lotting patterns and streets (1837-51- RP-1443, Pt 2, Hatt Plan and 1855-RP-1446_Plan for Allan and Mathieson) [applies to Melville Street, Park Street West, Victoria Street, Elgin Street, Albert Street, Princess Street, Market Street North, Matilda Street, Napier Street, Peel Street, Wellington Street and Brock Street];
- Shallow setback of buildings and structures from the streets;
- Interrelationship between residential dwellings, educational institutions, places of worship and places of work;
- Collection of landmarks including: the Dundas Central Public School, the St. James Anglican Church, Dundas Baptist Church and Sunday School and the Dundas Museum and Archives;
- Unique junction of Witherspoon Street, Victoria Street and Market Street North; and,
- Narrow treed boulevard along Melville Street between Sydenham Street and Matilda Street.

Phase II - Development of Heritage Conservation District Plan

Process:

The second phase to creating a Heritage Conservation District is to undertake the preparation of a Heritage Conservation District Plan. The Heritage Conservation District Plan contains the policies and guidelines which will manage change within the areas in the future.

Purpose of HCD Plan:

- Provides guidance on the management, care and protection of the District's heritage character and attributes.
- Intended to be used by: building owners / business owners, owners of vacant land, City staff, Municipal Heritage Committee, Council.

Primarily implemented through:

- Review and decision-making on heritage permits.
- Policies and guidelines that provide the framework for advice to property owners as well as provide for consistent decision making.
- Direction to manage future change is included in HCD Plan for the District.



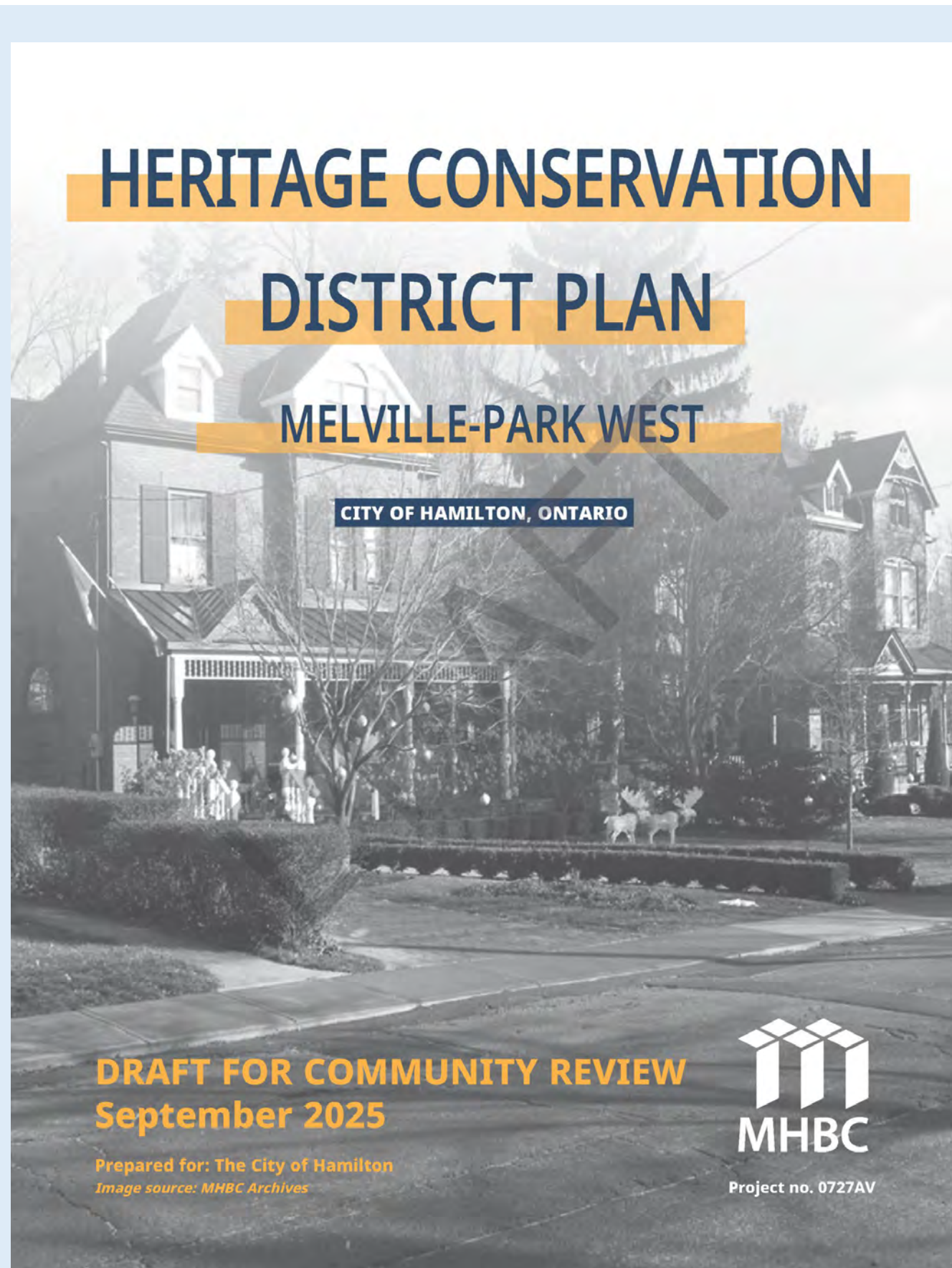
Process to create a District Plan:

- 1) Input from community and City staff sought on draft guidance.
- 2) Project team prepares draft HCD Plan for proposed HCD.
- 3) **Community consultation on draft HCD Plan (Open House November 27th).**
- 4) HCD Plan updated based on input and consultation.
- 5) Final HCD Plan provided to City Council for consideration and approval.
- 6) Notice of adoption provided by City staff.
- 7) Following appeal period, HCD Plan is put into place.

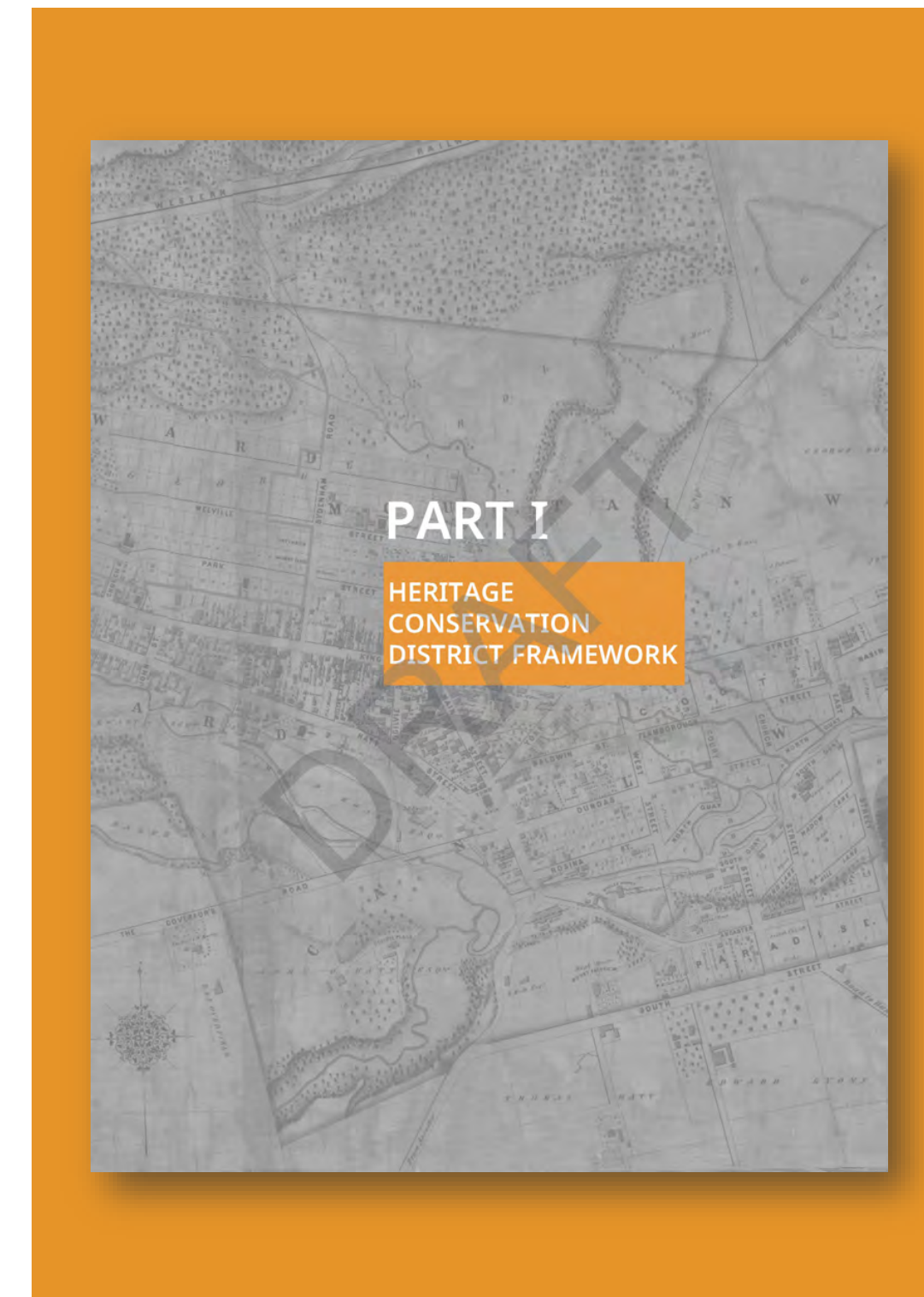
Implementation

- Future proposals for change to properties will consult direction found within HCD Plan.
- Heritage Permit may / may not be required, depending on scope of project and proposed changes.

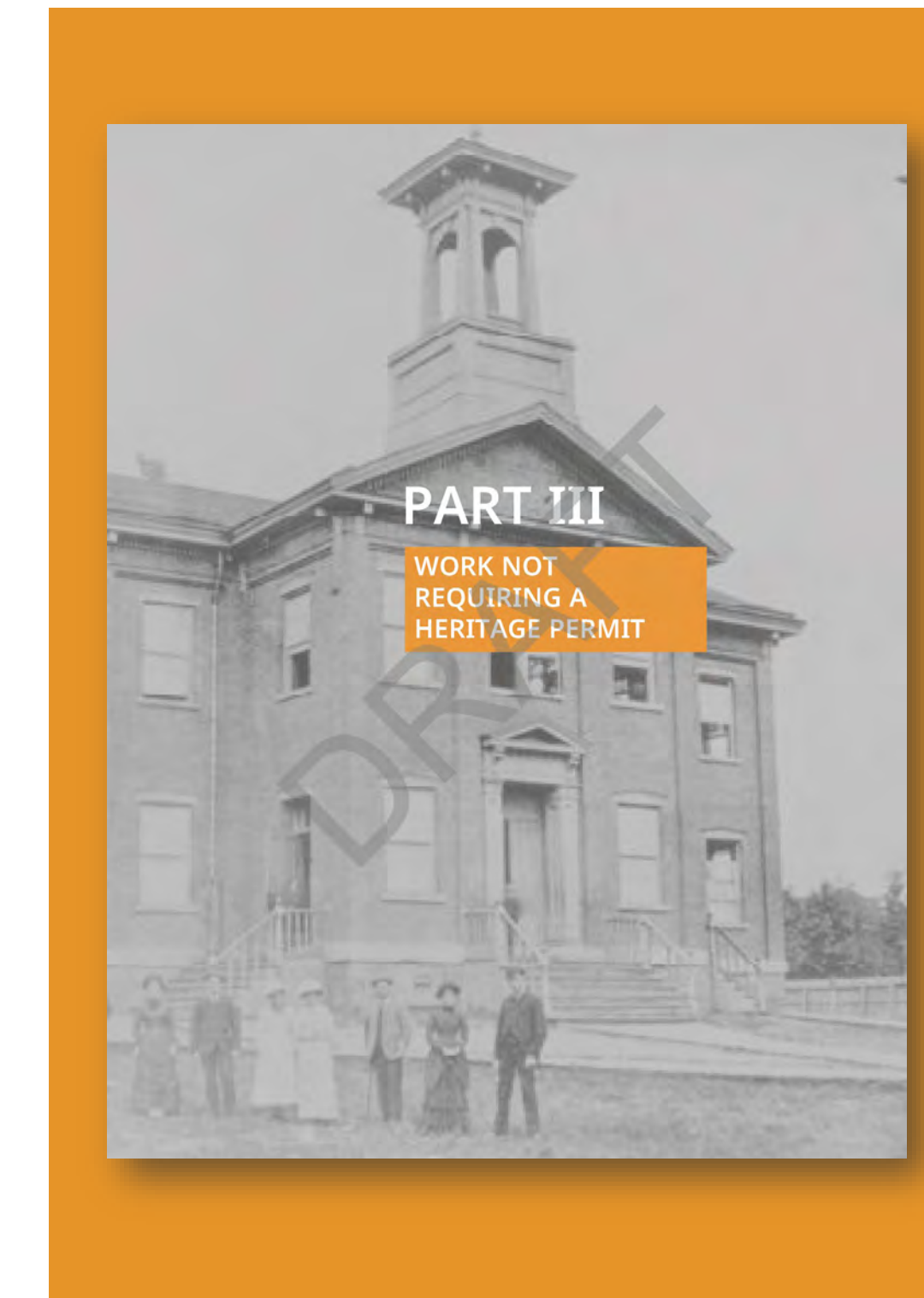
Draft Heritage Conservation District Plan overview



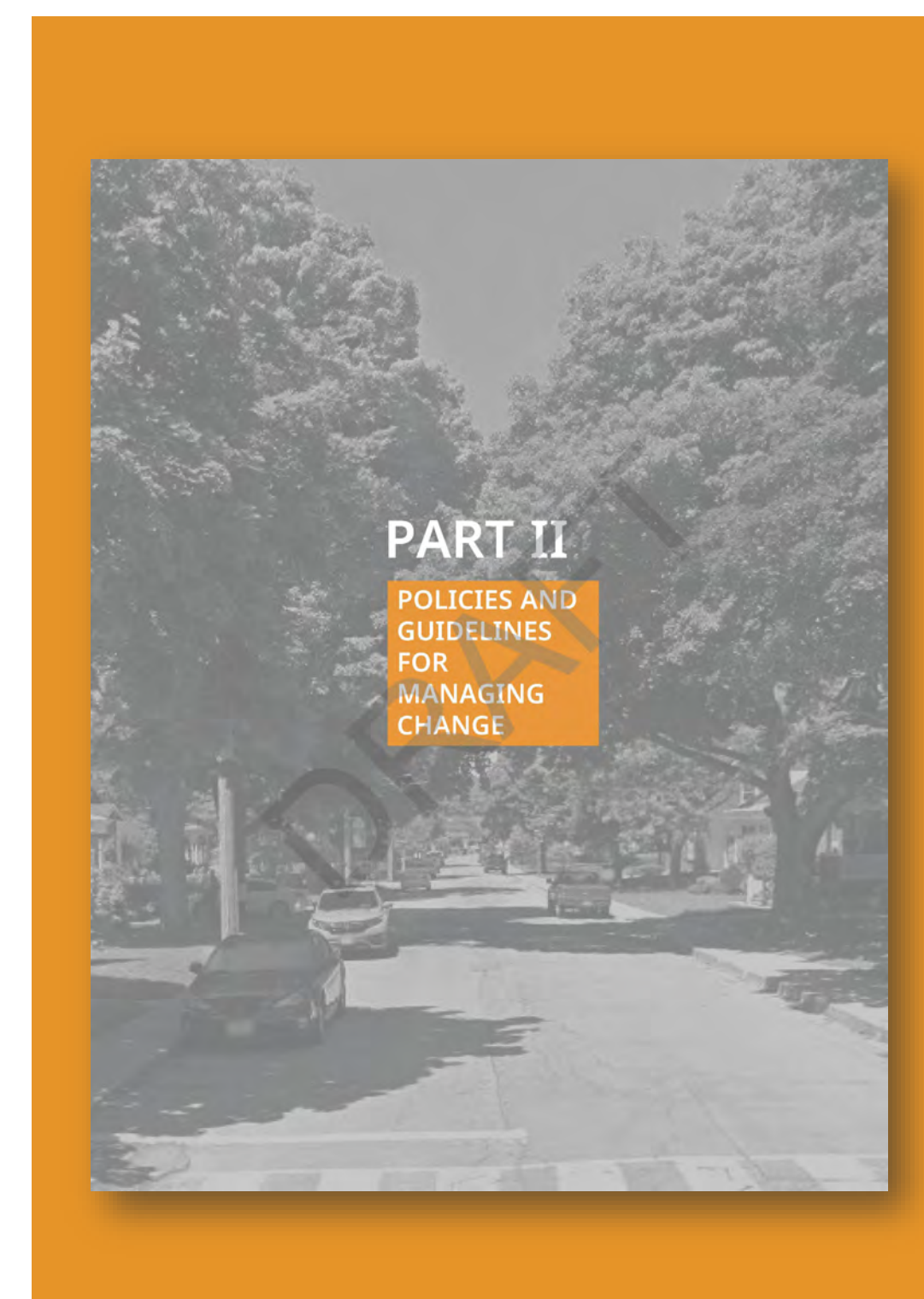
- Based on initial direction from HCD Study.
- Takes into account best practices regarding heritage conservation.
- Overall direction to manage change within HCD area.
- Comprised of several components:
 - Part I – HCD Framework
 - Part II – Policies and Guidelines
 - Part III – Work not requiring a heritage permit
 - Part IV - Implementation



- Includes purpose of HCD Plan.
- Lists goals and objectives of designation.
- Reviews policy framework directing HCD Plan (e.g. OHA, PPS, Toolkit).
- Provides overview of significance of HCD.



- Provides listing of alterations that can be completed without heritage permit.
- Broken down into exemptions for private property and public realm properties.
- Addresses emergency work that may need to be undertaken.

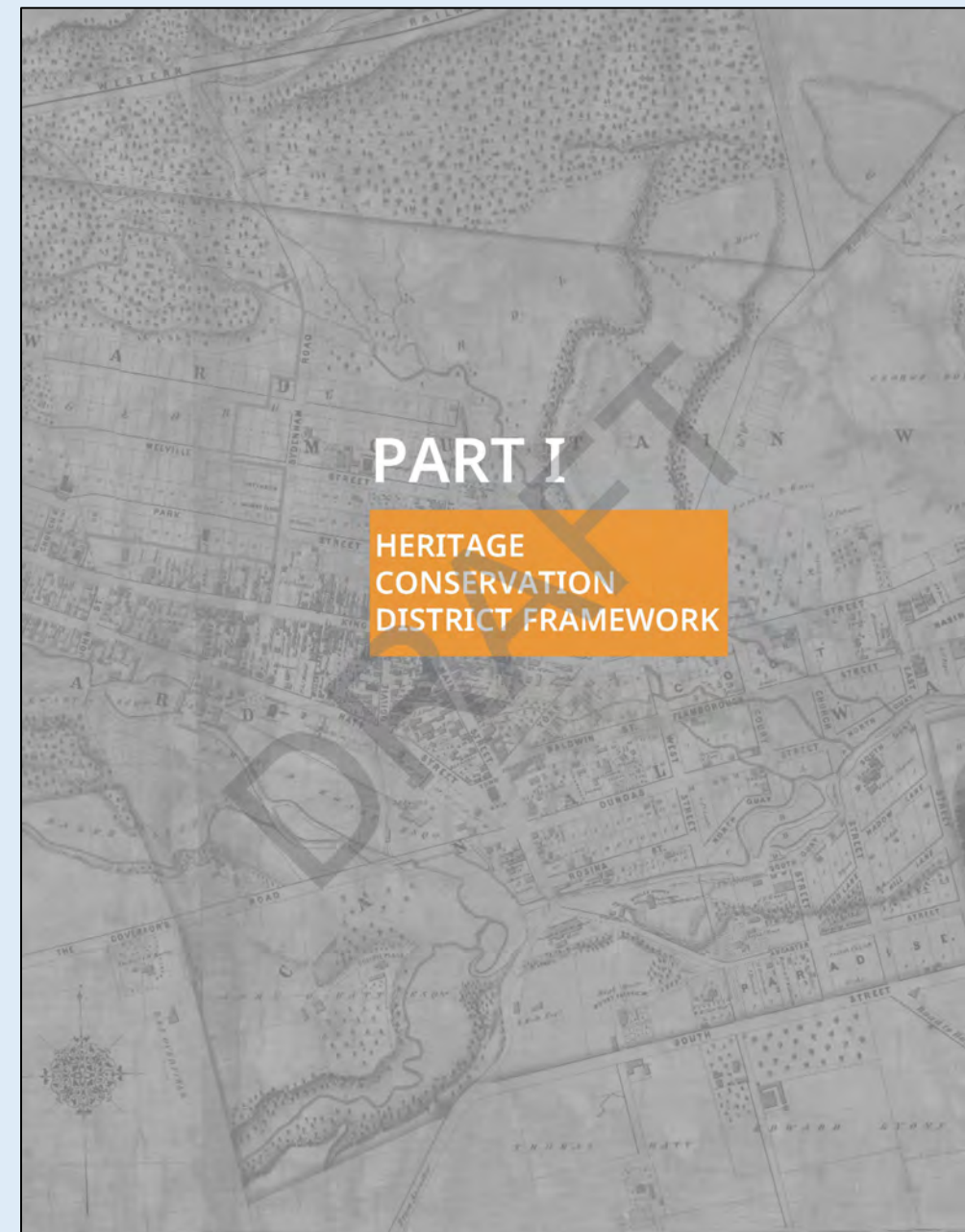


- Provides classification of properties in HCD (as 'Contributing A', 'Contributing B' or 'other' / 'non-contributing').
- Contains 'policies' (which must be followed) and 'guidelines' (which are best practices).
- Addresses alterations and additions to properties, infill development, public realm changes, demolition, accessibility, sustainability.



- Direction for implementation of HCD, to assist City staff, MHC, Council.
- Includes direction related to:
 - heritage permit applications,
 - policy framework changes,
 - financial incentives, and
 - periodic review of HCD Plan.

Goals and objectives from draft Melville-Park West HCD Plan



1

Recognize & Protect

Recognize, protect and enhance cultural heritage resources and identify their valuable contribution to the community, including structures, landmarks, gateways, landscapes and neighbourhood contextual characteristics;

2

Regulate

Regulate and guide the demolition and/or alteration of cultural heritage resources;

3

Enhance Character

Identify opportunities to maintain and enhance the built form of the HCD, including: the public realm, streetscaping, public open spaces, neighbourhood character and block patterns;

4

Educate

Increase public awareness regarding the history of the City and communicate the cultural, social and economic benefits that a unique sense of place contributes to the ongoing success of the City;

5

Manage Change

Manage change and guide opportunities for new construction and infill projects that will have regard for the existing architectural character, massing, siting and scale of existing cultural heritage resources; and

6

Effectiveness

Ensure the plan, guidelines and processes are easily understood and streamlined, including: property owner requirements/responsibilities, administrative processes, development requirements and any guidelines.

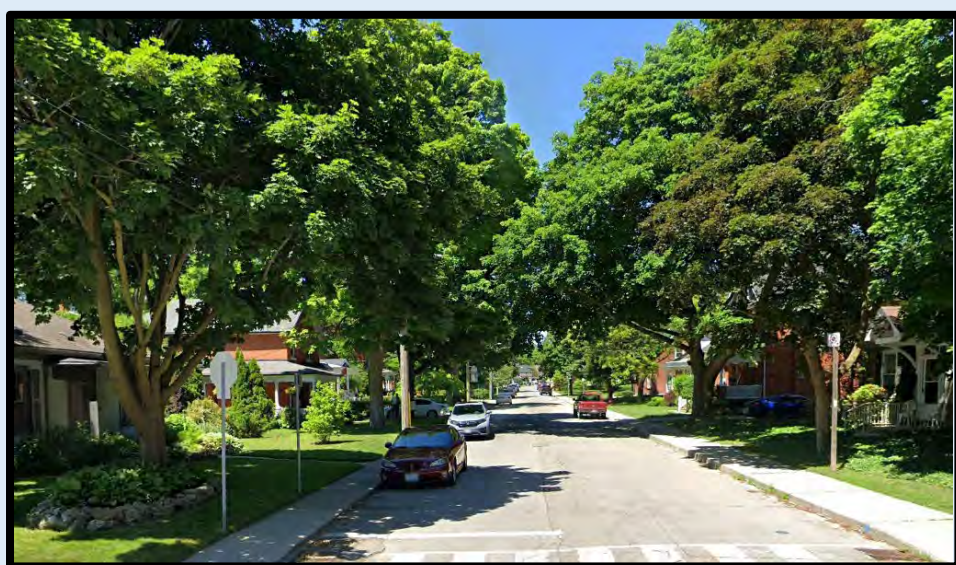
Statement of Objectives

The primary objective of the proposed designation of the Heritage Conservation District, as determined through the approved HCD Study, is to manage change in a manner that results in the conservation of its unique cultural heritage character and heritage attributes.

Key objectives resulting from designating under Part V of the OHA are as follows:

- ❑ *To maintain and conserve the cultural heritage character and heritage attributes of the identified character areas within the Melville Street HCD Study Area;*
- ❑ *To ensure the continued appreciation, enhancement and interpretation of the heritage resources located within the recommended boundary;*
- ❑ *To avoid the loss or removal of heritage buildings and landscape features and encourage only those changes that are undertaken in a manner that if such alterations were removed in the future, impacts to the essential form and integrity of the heritage property and materials would be minimized or avoided;*
- ❑ *To encourage building and property owners to make repairs and undertake maintenance of property in order to conserve the overall character and appearance of the District and preserve authentic heritage fabric;*
- ❑ *To maintain the low-profile built form within the District, which is generally that of a 1.5 - 2.5-storey building height, and to permit greater heights where it is compatible with the District objectives;*
- ❑ *To support existing uses and the appropriate adaptive re-use of heritage buildings;*
- ❑ *To prevent the establishment of those land uses and associated built forms which would be out of keeping with or have adverse effects on the identified character of the District;*
- ❑ *To prevent the demolition of existing buildings, natural features, or structures which are contributing to the identified heritage character, unless necessary for matters related to public safety;*
- ❑ *To facilitate appropriate new development, infill, and alterations (such as Secondary Dwelling Units), that is sensitive to, compatible with, and distinguishable from the character of the District;*
- ❑ *To support the continuing care, conservation, and maintenance of heritage properties wherever appropriate by providing guidance on sound conservation practice and encouraging applications for funding for eligible work; and,*
- ❑ *To encourage conservation of heritage properties and provide ongoing support to district property owners through financial incentive programs and funding sources available through the City for applicable work on designated properties.*

Contributing 'A' and 'B' properties within Melville-Park West HCD



Contributing 'A' properties are representative of a predominant architectural style, are a landmark, or are designated under the Ontario Heritage Act.

Contributing 'B' properties are vernacular and other representative architectural styles that support the character of the area.

Properties not captured by the above were classified as 'non-contributing'



Figure 2 - Contributing properties in the HCD

Draft Melville-Park West HCD Plan: Policies and Guidelines

What are we looking for feedback on?

- What did we get right in the Draft HCD Plan?
- What areas need some work?
- Have the important topics been addressed?
- Are there topics missing from the draft?

A policy is a rule that must be adhered to.

A guideline constitutes best practice that will be encouraged.

4.2 Policies vs. Guidelines

The subsections have been further organized into ‘policies’ and ‘guidelines’ where applicable. **Policies** are requirements that must be followed when undertaking alterations to buildings or changes to properties. **Guidelines** are best-practice suggestions to be considered when undertaking alterations to buildings or changes to properties.

Not all policies and guidelines will apply in every case, and their application will depend on the nature of each proposal being evaluated. Where an alteration or change is proposed and there is no corresponding policy provided in this HCD Plan that would reasonably apply, the general intent, goals, and objectives should be referenced.

In addition to the following guidelines, reference may also be made to more technical advice and conservation best practices referred to earlier in this document, namely the *Standards and Guidelines for the Conservation of Historic Places in Canada* and the US National Park Service *Preservation Briefs*, as noted earlier in this report. Other publications on the subject may be relevant and may be consulted for detailed advice and conservation techniques.

CONTRIBUTING PROPERTY ALTERATIONS
FOUNDATIONS & WALLS
ROOFS
WINDOWS
ENTRANCES
FEATURES & SPACES AROUND BUILDINGS
REMOVAL OF HERITAGE BUILDING FABRIC

5.1 Foundations and Walls

Policies

- Original/historic wall materials shall be retained and conserved where feasible. Replacement with modern materials in a sympathetic style is permitted.
- Protect original wall surfaces from cleaning methods that may permanently alter or damage the appearance of the surface or give a radically new look to the building. Sandblasting, strong chemical cleaning solutions or high-pressure water blasting are not permitted. Other methods of cleaning which are in accordance with the City's Masonry Restoration Guidelines will be considered on a case-by-case basis, subject to successful test patches being conducted.
- The painting of previously unpainted masonry is not permitted.
- Ensure that surface drainage, especially from downpipes, is directed away from foundation walls.
- Hard, cement-based mortars are more rigid during freeze-thaw cycles and can cause brick units to deteriorate, and shall not be permitted.

Guidelines

- Brick masonry requires re-pointing from time to time and this process should be undertaken by tradespeople with experience in historic masonry techniques and materials. Mortar testing should be undertaken to ensure compatibility.
- Generally, lime-based mortar should be used, and joints should replicate the original in finish, colour and texture.
- The application of waterproofing and water repellant coatings should be avoided.
- Avoid the application of new finishes or coatings that alter the appearance of the original material, especially where they are substitutes for repair. Alterations that comprise unacceptable materials include water repellant coatings, paint on brick or stone, aluminum or vinyl siding. Materials such as concrete fibre board and synthetic wood products will be considered on a case-by-case basis, and should have finishes and design compatible with historic wood cladding.



Masonry may need to be re-pointed over time to extend its lifespan and avoid damage. Care should be taken when re-pointing to match mortars and techniques (unlike the example in the centre). Painting of previously unpainted masonry surfaces is not permitted (as in the example on the bottom).



CONTRIBUTING PROPERTY ALTERATIONS
FOUNDATIONS & WALLS
ROOFS
WINDOWS
ENTRANCES
FEATURES & SPACES AROUND BUILDINGS
REMOVAL OF HERITAGE BUILDING FABRIC

5.2 Roofs

Policies

- Decorative roof features shall be retained and conserved wherever possible. Replacement materials, if required, shall complement the original and/or historic materials.
- Many roofs within the District have asphalt shingles or metal roofing, which may be replaced in kind.

Guidelines

- Vents, skylights and other new roof elements should be sympathetic in type and material and shall be located out of general view from the public realm where possible.
- Roof drainage should be maintained and directed away from building foundations.
- Maintenance of original roof shape is encouraged. Dormers may be considered through the heritage permit process and should be designed in a manner that does not overpower the original roof shape.
- The addition of solar panels or solar hot water heaters may be permitted on roofs but should not damage or remove heritage fabric. The installation of this type of equipment should be in the same plane as the roof (e.g., at the rear slope of a roof or on a flat or low-pitched roof), and not visible from the street where possible.
- Chimneys can be important heritage attributes and should be retained. Non-functioning chimneys should be retained, capped and re-pointed where they are considered a heritage attribute of the building.



Various roof styles and materials within the HCD



Draft Melville-Park West HCD Plan: Policies and Guidelines

CONTRIBUTING PROPERTY ALTERATIONS
FOUNDATIONS & WALLS
ROOFS
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FEATURES & SPACES AROUND BUILDINGS
REMOVAL OF HERITAGE BUILDING FABRIC

5.3 Windows

Policies

- a) Maintain original window openings and entrances as well as their distinguishing features such as materials, surrounds, frames, shutters, sash and glazing.
- b) The removing or blocking up of window and entrance openings that are important to the architectural character and symmetry of the building is not permitted.
- c) New replacement windows shall be compatible with the original/historic windows in terms of material (utilizing wood is encouraged), proportions (such as ratio of horizontal to vertical dimensions), rhythm and scale (such as placement and number of openings per building facade). Replacement windows shall convey the same appearance as the historic window and be physically and visually compatible.



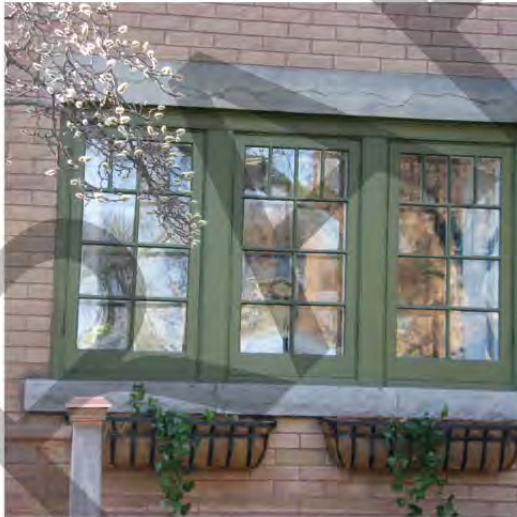
Changes to original window openings, as in the examples above, shall be avoided.



CONTRIBUTING PROPERTY ALTERATIONS
FOUNDATIONS & WALLS
ROOFS
WINDOWS
ENTRANCES
FEATURES & SPACES AROUND BUILDINGS
REMOVAL OF HERITAGE BUILDING FABRIC

Guidelines

- d) Repairing, rather than replacing original/historic windows is encouraged, and should focus on the minimal intervention required in order to ensure the integrity of the resource. This includes limited replacement in kind, or replacement with appropriate substitute material of irreparable elements, based on documentary or physical evidence where possible.
- e) Replacing irreparable windows in kind should be based on physical and documentary evidence where possible. New wood windows with true or simulated divided lites are encouraged.
- f) If using the same materials and design details is not technically or economically feasible, then compatible substitute materials or details may be considered. The addition of aluminum-clad exterior finishes to new wood windows may be appropriate.
- g) Improvement in energy efficiency of single glazed units may be achieved with traditional exterior wood storm windows or contemporary interior magnetic storm glazing.
- h) Where historic documentation is available, replacement windows may be reproductions of earlier windows.



Maintain original openings and replace materials in kind or with sympathetic materials.

CONTRIBUTING PROPERTY ALTERATIONS
FOUNDATIONS & WALLS
ROOFS
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FEATURES & SPACES AROUND BUILDINGS
REMOVAL OF HERITAGE BUILDING FABRIC

5.4 Entrances and Porches

Policies

- a) Protect and maintain original and/or historic entrances on principal elevations.
- b) Character-defining porches or verandahs (e.g. part of the original design and facing the street) shall only be removed where they pose a life/safety threat. In such cases, they shall be thoroughly recorded prior to removal to allow for their accurate reconstruction.
- c) The design and construction of a new entrance/porch is required to be compatible with the character of the building. Restoration of a missing porch must be based upon historical, pictorial and physical documentation.

Guidelines

- d) Entrance ramps may be permitted for barrier-free access in accordance with applicable legislation, but should not be physically attached to avoid damage to the heritage building fabric.
- e) Important historic entrance features such as doors, glazing, lighting, railings, steps, columns and door surrounds should be conserved, wherever possible.
- f) Where new entrances or exterior staircases are required, they should be installed on secondary elevations wherever possible.
- g) Wood is encouraged to be used in the construction of new entrances and porches. Other materials, such as synthetic wood products will be considered on a case-by-case basis through the heritage permit process.



Entrances and porches contribute to the heritage character of the facade



CONTRIBUTING PROPERTY ALTERATIONS
FOUNDATIONS & WALLS
ROOFS
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ENTRANCES
FEATURES & SPACES AROUND BUILDINGS
REMOVAL OF HERITAGE BUILDING FABRIC

5.6 Landscape Features

Policies

- a) Driveways, walkways, fences and walls that contribute to the character of the space around a heritage building shall be maintained.
- b) Widening of driveways (including curb cuts) and installation of new walkways may be considered where they do not impact heritage attributes such as trees or other landscape features.
- c) Keep parking areas, ancillary structures, and utilities, such as heat pumps and air conditioning units, to the side or rear. In the case of corner lots, additional screening should be considered.
- d) Significant soil disturbance may require an archaeological assessment in accordance with municipal and Provincial policies to ensure archaeological resources are not affected.
- e) Proper site drainage shall be maintained to ensure that water does not damage foundation walls, and pool or drain towards the building.
- f) Small scale signs, such as address signs or commemorative plaques, or small business signs are appropriate landscape features and are permitted.

Guidelines

- g) Landscaping such as front gardens are encouraged in order to enhance the interface between buildings and the street. Native plantings are encouraged to be utilized.

5.7 Removal of Heritage Building Fabric

Policies

- a) Heritage building fabric shall be repaired rather than replaced, where possible. When undertaking repair, replacement or restoration, use the same materials as the original.
- b) The removal of heritage building fabric shall be kept to a minimum and only permitted where required to integrate an addition with the original building.

Guidelines

- c) Where original material is removed for new openings, it should be kept on-site and protected from the elements, and its original location documented so that it may be utilized in the future so the alteration may be reversible.



The elements surrounding a heritage building contribute to the overall character of the space

Draft Melville-Park West HCD Plan: Policies and Guidelines

CONTRIBUTING PROPERTY ADDITIONS
LOCATION, MASSING & HEIGHT
DESIGN & CLADDING
ROOF TYPES
WINDOWS & ENTRANCES
OUTBUILDINGS & ADDITIONAL RESIDENTIAL UNITS

6.0 ADDITIONS TO CONTRIBUTING PROPERTIES

This section outlines guidelines for additions to contributing buildings within the District. Additions are an important aspect of building evolution. The intent of these guidelines is to ensure that additions to contributing buildings do not result in the loss of heritage building fabric, are designed in a way that clearly differentiates them from the original historic building fabric and are compatible with the character of the District. The following guidelines apply to the construction of additions to contributing heritage buildings:

6.1 Location, Massing and Height

Policies

- a) Additions are not permitted on the front façade and shall be located at the rear or to the side of the main building.
- b) Where located at the side, the addition shall be set back from the front façade of the existing main building.
- c) Additions shall not remove historically accurate features such as porches or vestibules.
- d) The height of the roof ridge in new additions shall not exceed the height of the ridge of the original building.
- e) Additions shall be limited in size and scale in order to complement, but not overpower, the existing building and neighbouring properties.



Example of addition located to the side and rear of the main building



CONTRIBUTING PROPERTY ADDITIONS
LOCATION, MASSING & HEIGHT
DESIGN & CLADDING
ROOF TYPES
WINDOWS & ENTRANCES
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6.2 Design and Cladding

Policies

- a) New additions shall be designed in a manner which distinguishes between old and new, and that is compatible with the architectural style of the existing building.
- b) Exterior cladding on additions to residential buildings shall be compatible with the cladding material of the original structure, but should be a different and distinct material from the original building in order to be distinguishable as a later addition. Additions replicating the original cladding material are discouraged.
- c) The application of new cladding, surfaces or coatings, including synthetic materials such as vinyl or aluminum siding, acrylic stucco, and Exterior Insulation and Finish Systems (EIFS) shall not be permitted on building facades facing the public realm.

Guidelines

- d) Materials such as fibre cement board, metal panels, synthetic wood products, and other modern materials will be considered on a case-by-case basis through the heritage permit process
- e) Design of additions or those additions that reference design motifs of the existing building is to be encouraged. Compatible additions are complementary in terms of scale, mass, materials, form and colour.

Compatibility/Compatible - land uses and building forms that are mutually tolerant and capable of existing together in harmony within an area without causing unacceptable adverse effects, adverse environmental impacts or adverse impacts. Compatibility or compatible should not be narrowly interpreted to mean "the same as" or even as "being similar to"



Examples of design and cladding



CONTRIBUTING PROPERTY ADDITIONS
LOCATION, MASSING & HEIGHT
DESIGN & CLADDING
ROOF TYPES
WINDOWS & ENTRANCES
OUTBUILDINGS & ADDITIONAL RESIDENTIAL UNITS

6.3 Roof Types

Policies

- a) The original roof configuration at the front of the building shall be maintained and not obscured by any addition. Similarly, roofing materials and associated features, such as fascia, trim, and brackets shall be retained and not obstructed.
- b) Ensure that vents, skylights and other new roof elements are sympathetic in type and material and that they are discretely placed out of general view from the street and public rights-of-way.
- c) Roof drainage shall be maintained and directed away from building foundations.

Guidelines

- d) Roof types encouraged in new construction are front, side, and cross gabled. Roof types should be compatible with or sympathetic to the roof type of the main structure. In some cases, alternative roof types may be explored in order to be compatible with the existing building.
- e) Decorative roof features and original roofing materials should be retained and conserved, wherever possible.

CONTRIBUTING PROPERTY ADDITIONS
LOCATION, MASSING & HEIGHT
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OUTBUILDINGS & ADDITIONAL RESIDENTIAL UNITS

6.5 Outbuildings and Detached Additional Residential Units

Policies

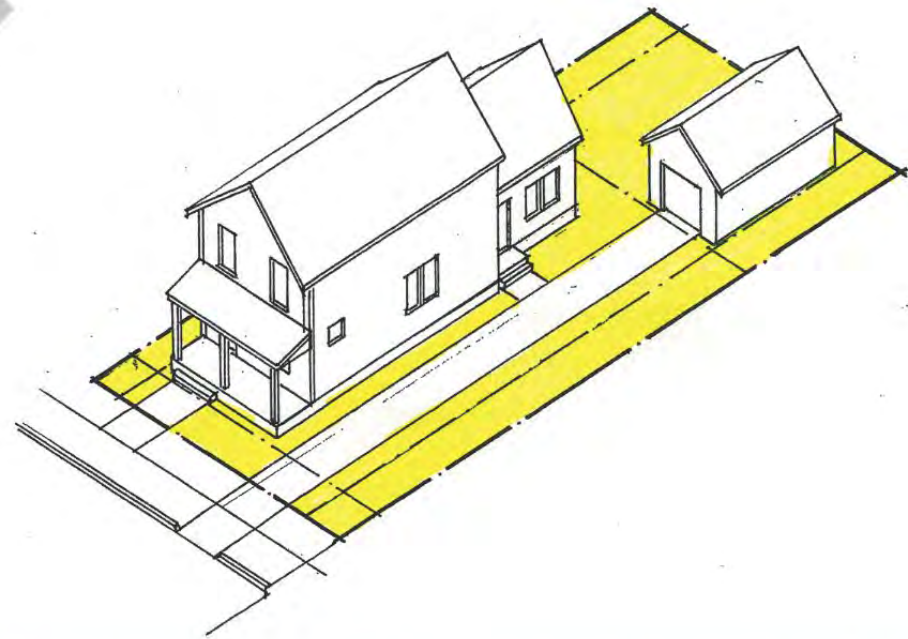
- a) The preferred means of intensification in the District is through additional units in existing dwellings and compatible/sympathetic detached ADUs.
- b) Outbuildings on residential property may be permitted, but shall be located behind the wall plane of the front façade of the main residential building.
- c) The construction of small-scale outbuildings in the rear yard (garden sheds, green houses, etc.) shall be permitted.
- d) The construction of detached additional dwelling units (ADUs) shall be permitted, in accordance with City and Provincial policies and regulations.
- e) Outbuildings shall not be taller than the existing residential structure on the property.
- f) Parking and garages, where added, shall be compatible with the predominant pattern and character of the District. Parking shall be added in an unobtrusive manner so that large portions of property frontages are not dedicated to parking or garages.

Guidelines

- g) Severances of existing lots are discouraged where there is potential to impact heritage attributes of the District.
- h) New outbuildings should be distinct from heritage buildings with regard to materials and detailing. Replicas of historic outbuildings are not required.
- i) New outbuildings should be compatible with the existing residential structure in terms of material, design and rooflines as noted elsewhere in this section.



Credit City of Hamilton



Examples of outbuildings and additional residential units located behind the front building facade

CONTRIBUTING PROPERTY ADDITIONS
LOCATION, MASSING & HEIGHT
DESIGN & CLADDING
ROOF TYPES
WINDOWS & ENTRANCES
OUTBUILDINGS & ADDITIONAL RESIDENTIAL UNITS

6.4 Windows and Entrances

Policies

- a) Additions to residential buildings shall protect and maintain original and/or historic window openings as well as distinguishing features such as materials, surrounds, frames, shutters, sash and glazing on principal façades.
- b) Additions to residential buildings shall avoid removing or blocking up window openings that are important to the architectural character and symmetry of the building.
- c) Ramps may be permitted for barrier-free access in accordance with applicable legislation, but shall not be physically attached to avoid damage to the heritage building fabric.

Guidelines

- d) New windows on additions visible from the public realm should be compatible with the windows of the original structure in terms of proportions (such as ratio of horizontal to vertical dimensions), rhythm and scale (such as number of openings per building façade). However, it is not necessary to replicate original windows in terms of their historical details.
- e) Additions to residential buildings should protect and maintain entrances on principal elevations that are key elements in defining the character of a building. Conserve important features such as doors, glazing, lighting, steps and door surrounds.
- f) Where new entrances or exterior staircases are required, they should be installed on secondary elevations and/or set back from the existing front building elevation.

Principle façades are the sides of a building which face the public street or sidewalk.

Draft Melville-Park West HCD Plan: Policies and Guidelines

OTHER PROPERTIES

7.0 NON-CONTRIBUTING PROPERTIES

This section outlines policies and guidelines related to change on non-contributing properties (identified in the HCD Study) within the HCD. It is important for non-contributing properties to follow the applicable guidance, so that changes remain compatible with the District. The following applies to non-contributing properties:

Policies

- a) When additions to buildings on non-contributing properties are proposed, the design will respect the District's general historical character but integrate with the existing building.
- b) In designing additions, property owners will also have regard for any impact the addition may have on adjacent contributing properties in terms of scale, massing, height and setback.
- c) The installation of Exterior Insulation and Finish Systems (EIFS) on buildings on non-contributing properties is not permitted within the District.

Guidelines

- d) Exterior additions are encouraged to be located at the rear or on an inconspicuous side of the building, limited in size and scale to complement the existing building and neighbouring properties.
- e) New additions are encouraged to be no higher than the existing building height. Where additions are proposed that exceed the existing building height, a Heritage Impact Assessment may be required, in order to demonstrate that the additional height does not negatively impact the overall character of the District.
- f) New additions should be designed with a building massing that extends to the rear of the lot, rather than along the horizontal width.
- g) In streetscapes of similar building setbacks, new construction should match existing setbacks so that the overall character remains.
- h) Flat roof types are discouraged in new construction.
- i) Materials such as brick, and siding (wood and wood composite) are encouraged. Materials such as aluminum, vinyl, concrete fibre board, concrete panels and synthetic wood products will be considered on a case-by-case basis.

INFILL DEVELOPMENT

NEW FREESTANDING CONSTRUCTION

8.0 INFILL DEVELOPMENT

There may be locations within the District where infill development may occur over time, if buildings that do not contribute to the historic or architectural character are demolished or other circumstances arise to allow infill construction. New construction is permitted, provided it is compatible with the heritage character and conforms to the policies in this section. New infill shall follow other applicable City of Hamilton guidance regarding site design and urban design.

Policies

- a) New freestanding construction will be required to be compatible with the heritage character and attributes of adjacent heritage properties and the cultural heritage value of the District. This means adhering to the character of the surrounding neighbourhood of the District with regards to lot patterns, heights, massing, setback, building scale, roof pitches and exterior materials.
- b) Maintain the height and rhythm of the existing streetscape to unify the District. Blank façades that face the street or are easily visible from the street are not permitted.
- c) The District contains a variety of roof forms, including front gable, side gable, cross gable, and hip. Any of these roof forms in a low to moderate pitch are appropriate for new infill. Where a dominant or consistent pattern exists within the streetscape, this shall be followed.
- d) Windows and entrance doors on the primary elevations of new buildings shall be compatible with the character of the neighbourhood, reflecting typical shapes, orientation and composition found within the District.
- e) Parking and garages, where added, shall be compatible with the predominant pattern and character of the District. Parking shall be added in an unobtrusive manner so that large portions of property frontages are not dedicated to parking or garages.

Guidelines

- f) New design may be a modern interpretation of historic forms and styles, but replicas of historic buildings are discouraged.



Examples of suitable new construction which fits into the neighbourhood scale and form, but which is also distinct from historic homes.

ALL PROPERTIES

PART IV DESIGNATIONS

DEMOLITION & REMOVAL OF BUILDINGS & STRUCTURES

ACCESSIBILITY

ENERGY CONSERVATION & SUSTAINABILITY

LOT CREATION & CONSOLIDATION

LANDS ADJACENT TO HCDs

9.2 Demolition and Removal of Buildings and Structures

Contributing properties and buildings, including their unique heritage building fabric and features are fundamental to the character of the HCD. Generally, there shall be a presumption against the removal and/or relocation of heritage fabric.

Building demolition is not prohibited by the *Ontario Heritage Act*, but it will be actively discouraged within the HCD. Property owners are encouraged to work with existing heritage buildings, altering and adding to them in a sympathetic manner, rather than demolishing and building anew.

Policies

- a) The demolition of buildings and structures on non-contributing properties may be permitted, subject to approval of an applicable Heritage Permit. The Heritage Permit shall address the removal of the building or structure, as well as include plans for a new building or structure on the property.
- b) The demolition of non-heritage buildings/structures on contributing properties (i.e. contemporary detached garages or sheds, etc.) may be permitted, subject to approval of an applicable Heritage Permit which addresses the removal of the building or structure.
- c) The demolition of buildings and structures on Contributing A properties (as classified in 4.1) shall not be permitted. The demolition of buildings and structures on Contributing B properties is strongly discouraged. Exceptions may only be considered:
 - o In extenuating circumstances such as natural disasters (e.g. fire, flood, tornado, and earthquake),
 - o Where there is a greater public interest served (e.g. health and safety concern), as determined by Council, through the demolition of the building or structure, or
 - o Where it is determined through a Heritage Impact Assessment that the building is not a contributing structure to the heritage character of the District.
- d) Further to 8.1.a.i), other extenuating circumstances shall generally constitute those situations where public health and safety is considered to be compromised and the City of Hamilton's Chief Building Official has received structural assessment advising that a building or structure is beyond repair and has been determined to be unsafe. The structural assessment must be prepared by a professional engineer with expertise and experience in heritage buildings and structures.

ALL PROPERTIES

PART IV DESIGNATIONS

DEMOLITION & REMOVAL OF BUILDINGS & STRUCTURES

ACCESSIBILITY

ENERGY CONSERVATION & SUSTAINABILITY

LOT CREATION & CONSOLIDATION

LANDS ADJACENT TO HCDs

9.4 Environmental Sustainability

Energy conservation and sustainability are often linked to each other. Energy conservation typically involves making buildings more efficient, and may also include installations of green energy projects. Energy conservation can also be thought of in the sense of sustainability, as retaining existing building fabric, including entire buildings as well as the features thereof (e.g. windows and doors) saves the energy required to fabricate new materials. Space is also saved in landfill sites in relation to construction debris if existing materials are retained. It is often said that the greenest building is the one that is already built. This HCD Plan permits the consideration of green energy and alternative energy projects. The following is provided to manage these projects and initiatives:

Guidelines

- a) The addition of personal wind turbines, solar panels or solar hot water heaters may be permitted on roofs, but should not damage or remove heritage fabric. The installation of this type of equipment should be in the same plane as the roof (e.g., at the rear slope of a roof or on a flat or low-pitched roof), and not visible from the street wherever feasible. The removal of authentic heritage fabric shall be minimized, wherever feasible. Further, these alterations should be reversible as to not permanently impact heritage features.
- b) The installation of solar panels, geothermal systems, heat pumps, electric vehicle charging stations, and other mechanical and electrical systems are encouraged to be located in places that are generally out of view from the street, wherever feasible.
- c) The replacement of original wood windows is discouraged. Home energy efficiency should be addressed by increasing interior insulation and through retrofitting existing historic wood windows by reglazing, weather stripping and adding historically appropriate wood storms.
- d) It is anticipated that technology related to renewable energy production will continue to evolve. The evaluation of future projects not specifically covered by these guidelines will be based on the protection and conservation of the cultural heritage value and attributes of the District.
- e) When undertaking landscape works, the use of native plant species, permeable surfaces such as pavers and gravel driveways, new tree plantings, and green space are encouraged.

Proposed works not requiring a Heritage Permit

The *Ontario Heritage Act* allows a heritage conservation district plan to exempt some forms of alterations from the requirement for a heritage permit providing that the district plan includes:

“(e) a description of the alterations or classes of alterations that are minor in nature and that the owner of property in the heritage conservation district may carry out or permit to be carried out on any part of the property, other than the interior of any structure or building on the property, without obtaining a permit under section 42.2005, c.6,s.31.”

This board includes a selection of alterations that could be considered “minor in nature” and that may be carried out without first obtaining a heritage permit. These minor alterations have been guided generally by the principles of either being undertaken within a small area, confined to areas that are generally out of public view, routine maintenance, or are easily reversible.

Potential exemptions for Contributing and Non-Contributing properties

Alterations in accordance with City-approved heritage policies, such as the existing Masonry Restoration Guidelines do not require a heritage permit.

The following alterations which may be carried out without obtaining a heritage permit under Section 42 of the Ontario Heritage Act are subject to the discretion of Heritage Planning staff:

Interior modifications: The interiors of buildings or structures are not subject to regulation within the Heritage Conservation District.

Roof materials: Replacement of existing non-historic roof materials in kind does not require a heritage permit, for example, replacement in kind or with supportable new material of an asphalt or metal-clad roof, replacement of asphalt with metal, or vice versa.

Eavestrough and downspouts: The removal and/or installation of new eavestroughs and downspouts in the same material as the previously existing does not require a heritage permit. This includes the addition of supporting features such as rain barrels..

Solar panels: The installation of solar panels located in the same plane as the roof and not visible from the public realm (e.g. at the rear slope of a roof or on a flat or low pitched roof) do not require a heritage permit.

Security lighting and alarm systems: The installation of security lighting and/or alarm systems does not require a heritage permit.

Amenity lighting: The installation of porch lighting or other amenity or seasonal lighting does not require a heritage permit.

Landscaping, soft: The removal and/or installation of vegetative landscaping, such as planting beds, shrubbery and small ornamental trees and the pruning and maintenance of trees or the removal of dead branches or limbs does not require a heritage permit.

Landscaping, hard: The removal and installation of hard landscaping, such as driveways, entranceways, paths and parking areas of the same area and dimensions as existing does not require a heritage permit.

Fencing: The removal and/or installation of fencing in the rear yard of a property and behind the mid-point of the side façade of a building does not require a heritage permit.

Porches, verandahs and decks: The installation and/or removal of single-storey porches, verandahs and decks located within the rear yard and away from views from the street, or in the case of corner lots, the frontage of the property do not require a heritage permit.

Storm windows and doors: The seasonal installation and/or removal of storm windows and screen doors does not require a heritage permit.

Stairs and steps: The removal of stairs or steps and replacement in kind (same dimensions and materials) does not require a heritage permit.

Signage: The installation of street number signs on building façades or on free-standing supports does not require a heritage permit.

Maintenance or small repairs: Ongoing maintenance or small repairs to buildings, structures or small areas of paving that do not significantly affect the appearance of the outside of the property and do not involve the permanent removal or loss of heritage attributes do not require a heritage permit. This includes the addition of HVAC systems, utilities, EV chargers in an inconspicuous area of the property.

Painting: The painting of doors, window frames, muntins and mullions, trim, eavestroughs, downspouts and minor architectural detailing.

Emergency work

In some extraordinary instances, emergency work may have to be carried out to public or private property without the benefit of a Heritage Permit or ascertaining whether such work is exempt from regulation. These extraordinary circumstances are as follows:

- Natural disasters (e.g. fire, flood, tornado, earthquake, etc.)
- Emergency health and safety circumstances where the time of repairs makes it impossible to consult with municipal staff.

Required emergency work may be permitted where the timing of repairs makes it impossible to consult with municipal staff regarding a Heritage Permit.

Development adjacent to proposed Melville-Park West HCD

9.6 Lands Adjacent to Heritage Conservation Districts

Lands adjacent to a heritage conservation district are not subject to the policies and guidelines contained within a heritage conservation district plan. This section outlines the requirements related to development adjacent to heritage properties, as well as how this topic is assessed in the City of Hamilton.

The goal is to design any future adjacent development without negatively impacting the heritage attributes of the District, as listed in Section 3.

9.6.2 Requirements for Adjacent Properties

The Provincial Planning Statement sets the framework for addressing the potential impacts associated with development on lands adjacent to protected heritage properties. The designation of this Heritage Conservation District means that properties within the boundaries of the District are protected heritage properties.

Therefore, if development or site *alteration* is proposed on lands adjacent (meaning contiguous or located within 50 metres) to the heritage conservation district (see Figure 1), the proponent of such development shall be required to undertake the preparation of a *Heritage Impact Assessment*, as outlined in the Urban Hamilton Official Plan and the Province of Ontario in the Ontario Heritage Toolkit. City staff have the ability to scope or waive such studies accordingly, depending on the specifics of the development proposed. Where required, the report shall demonstrate how the proposed development is *compatible* with the *heritage attributes* and objectives of the HCD.




Next steps and providing feedback


Next steps


- Obtain feedback and comments from community, City staff and MHC regarding HCD Plan direction.
- Review comments and work with City staff to finalize HCD Plan.
- Present final HCD Plan to MHC and Council.
- Council decision on proceeding with formal HCD designation.
- Formal notice under *Ontario Heritage Act*.

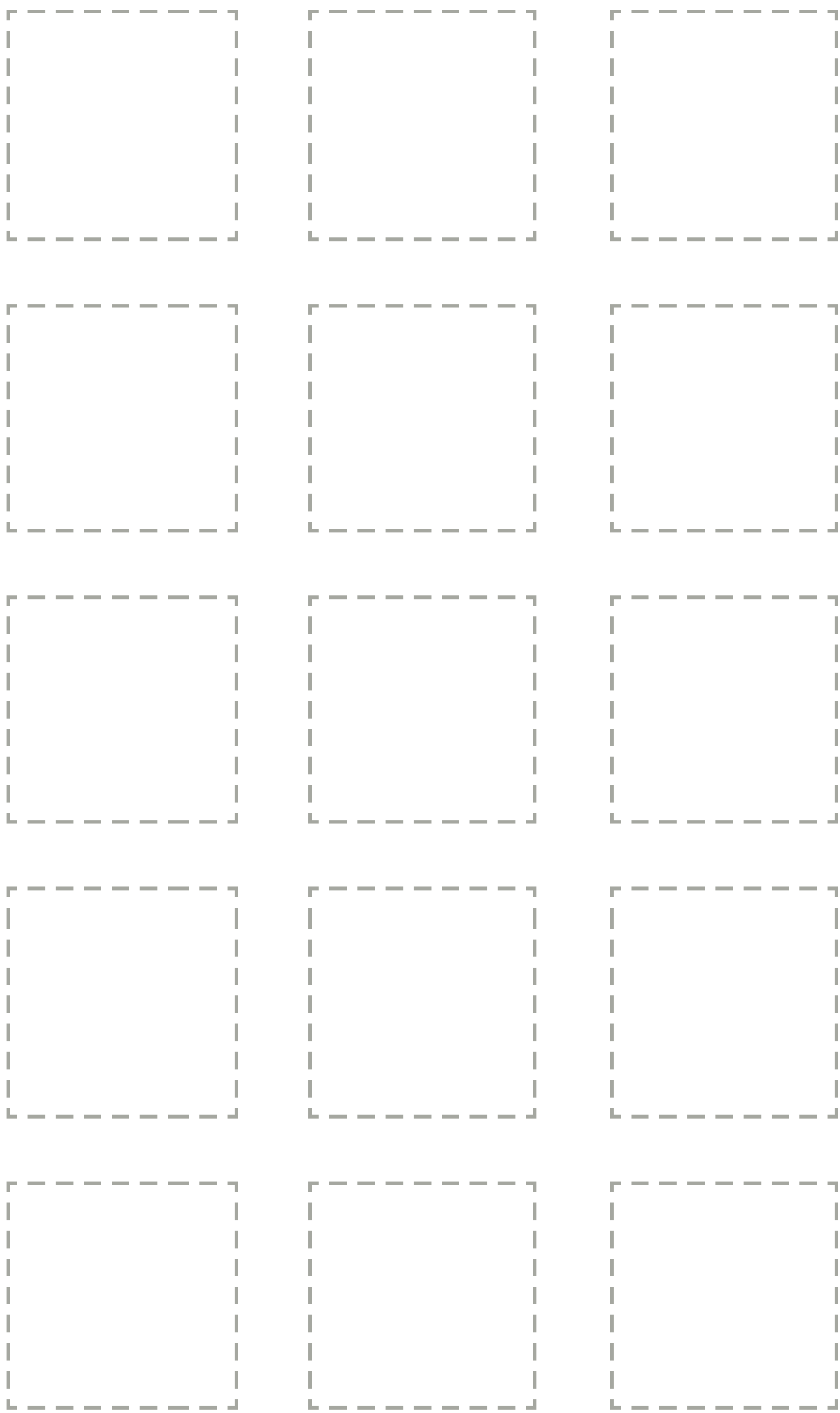
How to provide feedback:

Survey
Comment Card 

Mail / Email

Online Survey 

Post-it Notes → 



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Additional Information:

For more information, visit the project's website at:
www.hamilton.ca/melvilleHCD.